

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Bargaining Unit 1 Severance Petition: Posting Requirements	REFERENCE NUMBER: 2008-040
DATE ISSUED: 11/25/08	SUPERSEDES:

This memorandum should be forwarded to:

**Labor Relations Officers
Personnel Officers
Human Resources Managers**

FROM: Department of Personnel Administration
Labor Relations Division

CONTACT: Deborah True, Labor Relations Officer
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On November 6, 2008, the Environmental Professionals in California Government filed a severance petition with the Public Employment Relations Board (PERB) requesting to remove all Environmental Planners and Associate Environmental Planners classifications from the Service Employees International Union (SEIU) Local 1000, Bargaining Unit 1 (Professional, Administrative, Financial, and Staff Services).

You are required to follow certain procedures as part of this severance process, including posting the two documents described below in any worksite employing Unit 1 Environmental Planners and Associate Environmental Planners. ***Please follow these instructions carefully.*** Be sure to also remind your excluded employees about the strict neutrality requirements described on page 2.

What You Must Do

You must print the following two documents and post them immediately. To access the documents on DPA's website, click on the link below:

<http://www.dpa.ca.gov/textdocs/freepmls/attachments/pml2008040-01.pdf>

When to post: Immediately. Each document must remain posted for at least **20 calendar days**. When you post the *Notice of Dills Severance Petition*, you must fill in the date fields for "Date notice was posted" and "This notice must remain posted until." (For example, if the notice is posted November 25, 2008, it must remain posted until December 15, 2008.)

Where to post: The documents must be posted conspicuously on all employee bulletin boards in each facility where Bargaining Unit 1 Environmental Planners and Associate Environmental Planners work.

Strict Neutrality Required

The law requires that the Unit 1 severance process be conducted fairly, efficiently, and in full compliance with PERB instructions. All managers, supervisors, and other excluded employees are reminded not to make any statements or otherwise express favoritism or bias toward one organization or another involved in this severance action.

All managers, supervisors, and other excluded employees includes employees who are serving in out-of-class assignments, training and development assignments, or otherwise serving in an "acting" capacity as a manager, supervisor or excluded employee. This includes any employee holding any type of appointment (e.g., permanent, limited term, temporary, probationary, etc.) to a managerial, supervisory or other excluded classification.

/s/Julie Chapman

Julie Chapman
Deputy Director Labor Relations